

SECRET

71-189411

14 April 1971

MEMORANDUM FOR: Director of Personnel

SUBJECT : Slot for Administrative Assistant to the  
Executive Secretary of PFIAB

1. Brenson Tweedy has requested on behalf of PFIAB that the Agency provide a slot for the Administrative Assistant to the Executive Secretary of PFIAB effective 1 July 1971. Despite the constraints we are under, I see no alternative but to honor this request. I understand that this slot is now provided by the Small Business Administration and that it will definitely be eliminated on 1 July.

2. This memorandum will serve as your authority to make the necessary and appropriate arrangements shortly before 1 July. The personnel action should state clearly that this is an incumbency arrangement only. In other words, the incumbent has no employment rights in CIA.

Ls/L KKW

L. K. White

Executive Director-Comptroller

PFIAB review completed.

ExDir:LKW:jrf

Distribution:

0 &amp; 1 - Adse w/Memo dtd 14 April 71 to ExDir-Compt

fr D/DCI/NIFE, subj:

Administrative Assistant to

1 - D/DCI/NIFE

1 - ER w/cy of D/DCI/NIFE memo

1 - ExDir

25X1

PFIAB

25X1

SECRET

**CONFIDENTIAL**

71-1894

14 April 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT:

Administrative Assistant to

25X1

25X1

1. I am attaching a rather long-winded job description and employment history of [ ] who is Administrative Assistant to [ ] of PFIAB and whose slot, currently covered by the Small Business Administration until 30 June 1971, [ ] wishes to transfer to CIA after that date.

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2. Following up our discussion of yesterday, I have been in touch with [ ] and told him the strains you were under on personnel, but that nevertheless we would cover [ ] should there be no alternative. [ ] was most grateful and confirmed that he had no other solution.

25X1

25X1

(Signed) Bronson Tweedy

Bronson Tweedy  
D/DCI/NIPE

**CONFIDENTIAL**

25X1

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